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GENERAL CONFERENCE

Fifth session
Yaoundé, 6-10 December 1993

ADVANCE INFORMATION FOR PARTICIPANTS

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I. ORGANIZATION OF THE CONFERENCE

Date and place of the Conference

1. The fifth session of the General Conference will be held at Yaoundé, Cameroon, from 6 to 10 December 1993, at the Palais des Congrès, located at the Mont Nkol-Nyara.

Opening of the Conference

2. The formal opening ceremony of the fifth session of the Conference will commence at 10.30 a.m. on Monday, 6 December 1993, in the Grande Salle Polyvalente, Palais des Congrès. The opening ceremony will be preceded by an informal meeting of heads of delegations at 9.30 a.m. in the Salle de 400 Places.

3. The Conference will be called to order at 10.20 a.m. sharp and all participants are expected to take their seats in order to allow the President of Cameroon to be escorted into the Grande Salle Polyvalente.

4. The first plenary meeting of the Conference will begin at 10.45 a.m. in the Grande Salle Polyvalente.

Seating arrangements

5. Delegations will be seated in English alphabetical order. The name of Mongolia was drawn by lot and the delegation of this Member State will therefore sit at the extreme right of the front row as seen from the podium (Grande Salle Polyvalente). The same order will be maintained for meetings of the Main Committee (Salle de 400 Places).

Secretariat of the Conference

6. The Executive Secretary of the fifth session of the General Conference is

Note: The present document contains information concerning the General Conference that was available at the time of printing. Further announcements as well as detailed information on room allocation and telephone extensions will be included in the first issue of the Journal.

In addition to the present document a booklet will be issued (in English and French) by the Government of Cameroon with more detailed information on the site of the Conference and services available at the Palais des Congrès as well as on special events and tourist programmes. As soon as available the booklet will be distributed to the Permanent Missions to UNIDO.

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Mr. L.C. Alexandrenne, the Deputy Executive Secretary of the Conference Mr. A. Kayalar and the Assistant Executive Secretary Ms. A. Dahl.

Agenda and documentation

7. The provisional agenda for the fifth session of the General Conference is contained in document GC.5/13, which should be read in conjunction with the annotated provisional agenda (GC.5/13/Add.1).

List of participants

8. A provisional list of participants will be available on the first day of the General Conference. The list will be revised at a later date. Governments and organizations are requested to supply the names and titles of the members of their delegations in good time, and preferably by 8 November 1993.

9. Delegations are requested to notify, in writing, the staff at the Registration Desk, or the Secretariat of the Conference, of any subsequent changes in the information entered on the registration form (see also para. 13 below), in order that the records for the "List of participants" may be kept up to date and accurate.

Credentials

10. Credentials of the representatives of the Members of the Organization, issued either by the Head of State or Government or by the Minister for Foreign Affairs, and the names of other persons constituting the Members' delegations should reach the Executive Secretary of the Conference if possible not less than one week before the opening of the Conference. Credentials should be sent to the Executive Secretary of the Conference, Mr. L.C. Alexandrenne, room D2219, UNIDO, Vienna International Centre, P.O. Box 300, A-1400 Vienna.

11. Representatives who have been unable to submit their credentials before the opening of the Conference are requested to deposit them at the Registration Desk in the Palais des Congrès immediately upon their arrival.

Registration

12. For Members, observers and journalists attending the Conference the Registration Desk (Entrée principale, Hall d'Accueil) will be open for advance registration as of Wednesday, 1 December, to Sunday, 5 December 1993, from 10 a.m. to 5 p.m. As of Monday, 6 December 1993, the Registration Desk will remain open from 9 a.m. to 7 p.m. All participants, including members of Permanent Missions to UNIDO, are invited to present themselves personally at the Registration Desk and to complete the necessary registration forms as soon as possible on arrival in order to ensure the accurate inclusion of their names in the final list of participants.

13. Registration will be effected for only those delegates whose names have been communicated to the Secretariat in an official letter (see also para. 9 above). In the case of observers, a letter from the organization concerned is sufficient. Any queries relating to registration will be referred to the Office of the Executive Secretary of the Conference.

Conference passes

14. Upon registration each participant will be issued a conference pass. For security reasons, participants will be required to display their conference passes before being admitted to the Palais des Congrès.

Speakers in the general debate

15. The list of speakers for the plenary meetings (Monday, 6 December through Wednesday, 8 December) when substantive items of the provisional agenda will be under review will be opened on 11 October 1993. Requests for inscription on the list of speakers should be made to Ms. K. Froelich, PMO Secretariat, room D2171, UNIDO, Vienna International Centre, P.O. Box 300, A-1400 Vienna, telephone No. 21131/5011 or facsimile No. 2308444. Once the Conference has started, delegates who wish to speak in the plenary are requested to give their names to the Conference Officer in the Plenary Hall (Grande Salle Polyvalente). The names of speakers will be entered on the list in the order in which the requests are received.

16. Time for short statements of representatives of the United Nations, its agencies, inter-governmental and non-governmental organizations may be accommodated, to the extent possible, after the statements of the delegations within the time-frame allotted for the debate.

Prepared statements

17. To facilitate the work of the interpreters, précis-writers and press officers, speakers are requested to submit in advance and as early as possible, at least 12 copies of their statements to the Conference Officer in the respective meeting rooms, or to the Office of the Officer-in-Charge, Meetings Planning and Interpretation Service.

Simultaneous interpretation

18. Each seat in the meeting rooms will be provided with a simultaneous interpretation receiving set and headphones. Participants are earnestly requested not to remove the receiving sets and headphones from these rooms at the end of a meeting so that they can be checked and, if necessary, adjusted before the next meetings take place.

19. Speeches made in any of the official languages (Arabic, Chinese, English, French, Russian, Spanish) will be interpreted into the other official languages.

20. A participant may make a speech in a language other than the official languages. In this case, however, the speaker must provide for interpretation into one of the official languages. Interpretation into the other official languages will then be provided by the Secretariat's official interpreters.

Sound recordings

21. Sound recordings will be made of the meetings of the Plenary, the Main Committee and other sessional bodies as appropriate. Delegations wishing to listen to the sound recordings of a particular meeting should address their requests

to the Office of the Officer-in-Charge, Meetings Planning and Interpretation Service.

Requests for meetings

22. Within the limits of space and services available, every effort will be made to accommodate groups of delegations wishing to meet. Requests for such meetings should be made to the Office of the Officer-in-Charge, Meetings Planning and Interpretation Service.

Timetable of daily meetings

23. A timetable indicating the time and place of daily meetings will be published in the Journal of the Conference.

Journal

24. The Journal of the Conference will be issued daily in English, French and Spanish. It will contain such information as the schedule of meetings for the day, a brief summary of the plenary and main committee meetings held on the previous day, a forecast of meetings for the following day and various announcements. Communications for inclusion in the Journal should be sent to its Editor, Ms. K. Tashan.

Documents distribution

25. The main documents of the Conference will be available in Arabic, Chinese, English, French, Russian and Spanish.

26. During the Conference, documents may be collected from the Documents Distribution Counter (Entrée principale, Hall d'Accueil) where each delegation will have a pigeon-hole. This will contain, initially:

(a) A set of pre-session documents;

(b) The first issue of the daily Journal of the Conference; and

(c) A form on which participants should state the number of copies of documents they will require during the Conference, mentioning the working language(s) required.

27. The Documents Distribution Counter will be open each working day of the session from 8.30 a.m. and will close half an hour after the end of the last meeting of the day.

28. Most pre-session documents will be distributed to all States and organizations who were invited in August 1993. All participants are urged to bring these documents with them, as subsequent requests for pre-session documents can be met only as long as stocks permit.

29. Delegates are requested to fill in and return, as soon as possible on the first day of the Conference, the form mentioned under subparagraph 26 (c) above concerning documents requirements during the Conference. The Supervisor of the Documents Unit will be available to assist delegations with arrangements for distributing documents.

30. Official invitations may also be distributed through the Documents Distribution Counter.

Summary records

31. Summary records will be issued, when available, in English during the session, and in the other official languages after the session.

32. Summary records convey the proceedings in a concise, abbreviated form and are not intended to reproduce statements textually. They need not refer specifically to each intervention as in a verbatim record of a meeting.

33. The records are prepared by the Secretariat and, once issued as general distribution documents bearing a mast-head, are subject to correction by delegations. All corrections received will be issued in a consolidated corrigendum after the Conference. Corrections to summary records should not cover points of style or include lengthy additions that would disturb the general equilibrium of the summary records.

34. Corrections to the summary records should be sent, under the signature of the delegation concerned, to the Head, Translation Service, room D0748, UNIDO, Vienna International Centre, P.O. Box 300, A-1400 Vienna. Corrections should be indicated in a memorandum and/or be incorporated into the relevant summary record. If no memorandum is sent, the front page of the corrected summary record should bear the signature and title of an authorized official of the delegation concerned.

II. SERVICES

Information Desk

35. At the Information Desk general information may be obtained about the Conference, such as the location of meeting rooms and offices, telephone extensions and the various services. Staff at the Information Desk take messages for participants and also provide a lost-and-found service. The Information Desk will be open daily from 8.30 a.m. until the closure of the last meeting of the day.

Facilities for information media

36. Facilities, envisaged for accredited correspondents of the information media, include a press working area and access to telecommunication and postal services. The Conference proceedings will be highlighted by regular press releases, press briefings and a closing press release.

37. Inquiries about press accreditation should be addressed to the Chief, Public Relations and Information Section, D0417, UNIDO, Vienna International Centre, P.O. Box 300, A-1400 Vienna. During the Conference they should be addressed to the Press Accreditation Office at the Palais des Congrès.

Communication services

38. Postal services will be available at the Conference premises. Public telephones will be available throughout the Conference premises. Long distance and overseas calls, telexes and facsimiles can be made at the telecommunication centre.

Catering services

39. A restaurant/snack bar is located in the Salle des Banquets at the Palais des Congrès.

First aid

40. Emergency medical attention is available in the First Aid Station at the Palais des Congrès during meeting hours.

III. OTHER INFORMATION

Travel

41. It is recommended that delegates make travel arrangements as early as possible.

Reservation of hotel rooms

42. The UNIDO Secretariat regrets that it is not in a position to assist delegations in making hotel reservations. It is strongly recommended that delegates make hotel reservations as early as possible.

43. The focal point for hotel arrangements in Yaoundé is Mr. Raymond Epote, Director of Protocol, Ministry of External Relations, telephone No. 200311 or facsimile No. 205038.

Arrival at airport

44. Delegates will be met on arrival at Yaoundé International Airport and will be assisted by the Government with the formalities of immigration and customs control. Desks will be set up in the Yaoundé airport to facilitate entry for conference participants.

45. Expected date and time of arrival in Yaoundé, including flight number, should be communicated by letter, telex or facsimile directly to the Conference Secretariat, Conference Centre, Yaoundé, telephone No. (237) 207508, 207509 or 207511, telex No. 8530 KN or facsimile No. (237) 207512. Any subsequent changes should also be similarly communicated as soon as possible.

Immigration requirements

Visas

46. Nationals from countries without Cameroonian diplomatic representation can obtain visas at entry at the Yaoundé and Douala airports upon prior request to the Conference Secretariat (see para. 45 above) that includes necessary passport details. Visas are free for diplomatic passport holders. For others it costs 15,000 francs CFA.

Health regulations

47. Compulsory vaccinations include yellow fever and cholera for persons coming from cholera-stricken areas. Participants are advised to take preventive treatment against malaria. Participants may also wish to consult their own local health offices to get further recommendations on immunizations.

Currency

48. The unit of currency is the franc CFA (Communauté Financière Africaine). In August 1993, US$ 1 equaled approximately 310 francs CFA.